

# NEW JERSEY SMALL BUSINESS ENVIRONMENTAL ASSISTANCE PROGRAM

 $\begin{array}{c} \text{Dry Cleaner Compliance Calendar} \\ 2005 \end{array}$ 

# **WELCOME**

The New Jersey Small Business Environmental Assistance Program is excited to make this regulatory compliance document available for your use. A special thanks to the Florida Small Business Assistance Program for allowing us to reproduce the calendar for use with New Jersey's dry cleaning industry.

New Jersey's regulatory compliance program has three components. While each component shares the goal of increasing regulatory compliance and decreasing enforcement actions, their approaches vary to maximize the program's outreach to New Jersey's small business community.

Please feel free to contact us if you have any questions regarding this document or any regulatory compliance matters. The program's three components are as follows:

### New Jersey Small Business Environmental Assistance Program

In the Clean Air Act Amendments of 1990, Congress envisioned that each state must develop a plan for implementing a Small Business Stationary Source Technical and Environmental Compliance Assistance Program. The goal was to have these programs in place by November 1992, before small businesses begin to feel the direct effects or deadlines of the Act.

Each state program is expected to include three components: (1) appointment of a state small business ombudsman; (2) establishment of a comprehensive small business assistance program; and (3) appointment of a seven-member state compliance advisory panel. These programs are confidential.

### **Small Business Assistance Program (SBAP)**

Mr. Ky Asral
Small Business Assistance Program
New Jersey Department of Environmental Protection
401 East State Street, P.O. Box 423
Trenton, NJ 08625-0423
Phone (877) 753-1151 or (609) 292-3600
Fax (609) 777-1330
Email- ky.asral@dep.state.nj.us

The SBAP is a technical and administrative support component within the NJDEP. The SBAP has access to air quality experts, technically proficient engineers, scientists and managers, and environmental specialists who will provide support and technical assistance needed by small businesses to comply with the Act's requirements. Other responsibilities include:

- Informing businesses of all requirements in the Act that apply to them, and the dates these requirements will apply;
- Helping small businesses deal with specific technical, administrative and compliance problems;
- Disseminating up-to-date information about the Act to the small business community, including easy to understand public information materials; and
- Referring small businesses to environmental auditors who can evaluate how effective a company's work practices, monitoring procedures, and record keeping are for complying with applicable clean air requirements.

### **Compliance Advisory Panel (CAP)**

Contact the SBAP (877) 753-1151

The CAP consists of seven members that determine the overall effectiveness of the SBAP. Four of these members are small business owners or representatives selected by the state legislature; the governor selects two other members to represent the "general public." The seventh member represents the Commissioner of NJDEP.

The state compliance advisory panel reviews and renders advisory opinions on the effectiveness of the state SBAP, and makes periodic progress reports to EPA's Small Business Ombudsman concerning compliance of the small business program with other pertinent federal regulations. The compliance advisory panel must also make certain that information affecting small business is written in a style that is clear and understandable.

### **Ombudsman's Office (SBO)**

Mr. Joseph Constance
Office of Business Advocate
New Jersey Commerce & Economic Growth Commission
20 West State Street, P.O. Box 820
Trenton, NJ 08625-0820
Phone (800) 643-6090 or (609) 777-0885
Fax (609) 777-4097
Email- joseph.constance @ commerce.state.nj.us

The Ombudsman acts as the small business community's advocate in matters that affect it under the Act. The Ombudsman is located within the NJ Commerce and Economic Growth Commission. Other responsibilities of the Ombudsman could include:

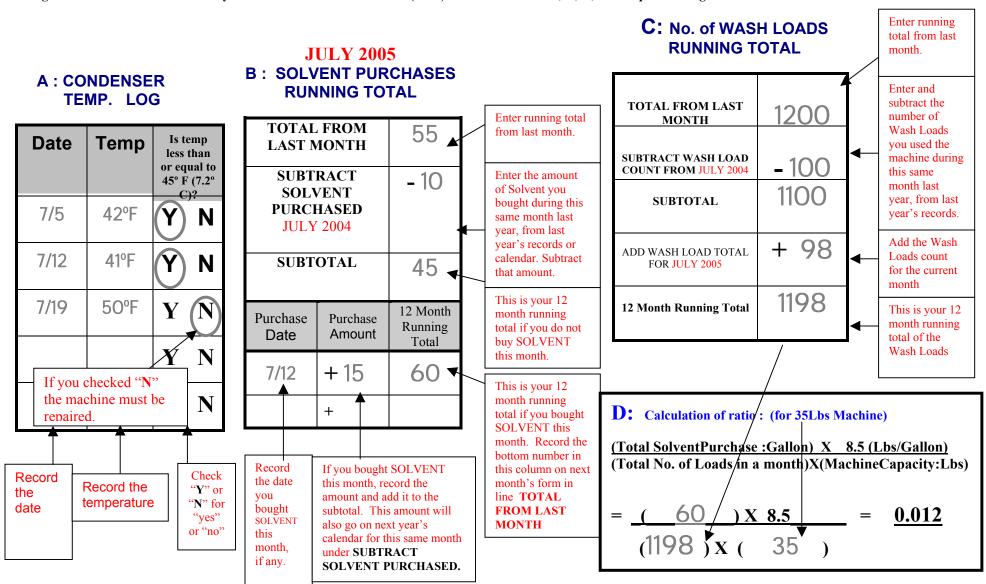
- Review and provide comments and recommendations to EPA and state/local air pollution control authorities regarding the development and implement of regulations that impact small businesses;
- Help small businesses deal with specific technical and compliance issues and problems, including on-site visits
- Help disseminate information about upcoming air regulations, control requirements, and other pertinent matters to small businesses;
- Refer small businesses to the appropriate specialists in state government and elsewhere for help with particular needs (e.g. available control technologies and operating permit requirements); and
- Act as spokes person on environmental issues for small businesses before state agencies and the State Legislature.

### **INSTRUCTIONS FOR USE**

GENERAL - You may use this calendar to keep records required by DEP Rule for air program compliance. Keep these records at your facility for 5 years.

If using PERC: Please do table A, B, and Inspection Log

If using NON-HAP Solvents such as Hydro Carbon or Carbon Dioxide (CO2): Please do tables B, C, D, and inspection Log



**INSPECTIONS** - You must check your machine weekly for leaks and record the results for PERC and Non-HAP machines.

- If you buy **less than 140 gallons** of PERC per year and your equipment was installed prior to 12/9/91, you must conduct and record leak inspections at least every other week, or as directed by your pre-construction air permit.
- Record the results of the inspections on the calendar. If leaks are found, they must be repaired within 24 hours. Indicate in the "DATE REPAIRED" block when repairs are completed.
- If parts must be purchased, indicate the dates they are ordered and the date installed. Parts must be ordered within 2 working days of leak detection and installed within 5 working days of receipt, or within the time frames specified by your preconstruction air permit.

	LEAKI	NG?						
INSPECTED			DATE)	)		DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N	DATED Y N	

Good House Keeping Practices	Pollution Prevention Pays		
Good house keeping practices should be followed.	Follow these pollution prevention tips to run your operation more smoothly:		
Store all solvent and waste materials in containers, which are not affected by perc and are chemically not reactive to perc. These must be kept closed and marked as HAZARDOUS WASTE	Regularly inspect equipment for leaks from gaskets, hose couplings, flanges, and pumps.		
Close and secure machine doors except during loading and unloading.	Recover solvents from filter cartridges by draining the filters (24 hours) and heating/striping cartridges to vaporize and capture additional solvent.		
> Drain cartridge filters in their housings for at least a 24-hour period.			
Maintain the solvent-to-carbon ratio and steam pressure for carbon beds in accordance with the manufacturer's specifications.	Tightly seal bungs and lids on containers of raw materials and wastes to stop evaporation.		
➤ All containers holding perc wastes should be kept with the lid on. This	Size loads (neither under or over loading) to maximize solvent efficiency.		
includes any cartridge filters or condensate wastes.	Regularly replace gaskets/seals on dryer dampers, deodorizers, and aeration valves.		
> All dry cleaning equipment should be operated and maintained according to the manufacturer's instructions found in the operation and maintenance manuals.	Consider new dry cleaning technologies.		
manufacturer's instructions round in the operation and manufenance manuals.	> Replace faulty or worn gaskets on button trap and around cleaning machine door.		
	Check air vents for dripping, relief valves for closure, and repair holes in air and exhaust ducts.		
	Train your employees on proper equipment operation, maintenance, and record keeping procedures.		
	Recycle any waste perc using pumps or funnels when transferring to storage containers.		
	After replacing filter gaskets and seals, check for tightness.		
	Clean lint screens regularly to avoid clogging fans and condensers.		

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)		
		Y	N	
		Y	N	
		Y	N	
		Y	N	
		Y	N	

#### JANUARY 2005 SOLVENT PURCHASES RUNNING TOTAL

	SOLVENT TORCHASES RON					
TOTAL I MO						
SUBTRAC'	T SOLVENT					
PURC	HASED	_				
JANUA	RY 2004					
SUBT						
PURCHASE DATE						
	+					

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM JANUARY 2004	_
SUBTOTAL	
ADD WASH LOAD TOTAL FOR JANUARY 2005	+
12 Month Running Total	

D: Calculation of ratio : M achine Capacity (	LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
= _() <u>X 8.5</u>	

	LEAKI	NG?						
INSPECTED			DATE			DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



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S

Air Permit Facility Identification Number:	L
·	-

Name of Solvent Currently Using:

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**JANUARY 2005** Μ

3 4 **5** 8 2 6 □ Temp logged ☐ Inspect logged 9 **10** 11 **12** 13 14 **15** □ Temp logged ☐ Inspect logged 16 17 20 **22** 18 19 21 □ Temp logged ☐ Inspect logged 23/30 24/31 **25 26 27 28 29** ☐ Temp logged ☐ Inspect logged

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Keep SOLVENT Purchase receipts for 5 years. **REMINDER** 

Solvent purchases must be logged every month. If no solvent is purchased, enter 0 gallon purchased for the month

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DATE	ТЕМР	Is the temp less than or equal to 45° F (7.2° C)		
		YN		

#### FEBRUARY 2005 SOLVENT PURCHASES RUNNING TOTAL

SOLVENT PU	KCII/ISES KUI	THING TOTAL
TOTAL F		
SUBTRACT PURCI FEBRUA	-	
SUBT	OTAL	
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNING TOTAL
	+	
	+	

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM FEBRUARY 2004	•
SUBTOTAL	
ADD WASH LOAD TOTAL FOR FEBRUARY 2005	+
12 Month Running Total	

D: Calculation of ratio : M achine Capacity (	LBS)
(Solvent Total : Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
= _()_X_8.5	

	LEAKI	NG?						
INSPECTED			DATE	<u>.</u>		DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
ExhaustDamper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



Name of Solvent Currently Using:

### FEBRUARY 2005

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		1	2	3	4 □ Temp logged □ Inspect logged	5
6	7	8	9	10	11 □ Temp logged □ Inspect logged	12
13	14	15	16	17	18 □ Temp logged □ Inspect logged	19
20	21	22	23	24	25 □ Temp logged □ Inspect logged	26
27	28					

**REMINDER** Leak Inspections must be conducted and recorded a weekly basis.

New Air Permit compliance plans require the immediate repair of leaks when they are detected, check your permit to find out your facility's requirement.

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)
		YN
		Y N
		YN
		YN
		YN

#### MARCH 2005 SOLVENT PURCHASES RUNNING TOTAL

SOLVENTION	II (G TOTALE					
TOTAL F						
SUBTRACT PURCI MARC	_					
SUBT	SUBTOTAL					
PURCHASE DATE						
	+					
	+					

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM MARCH 2004	-
SUBTOTAL	
ADD WASH LOAD TOTAL FOR MARCH 2005	+
12 Month Running Total	

D: Calculation of ratio: Machine Capac	ity (LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
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	LEAKI	NG?						
INSPECTED			DATE	1		DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



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Air Permit Facility Identification Number:	L
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		1	2	3	4 □ Temp logged □ Inspect logged	5
6	7	8	9	10	11  Temp logged  Inspect logged	12
13	14	15	16	17	18  □ Temp logged □ Inspect logged	19
20	21	22	23	24	25  □ Temp logged □ Inspect logged	26
27	28	29	30	31		

**REMINDER** For submitting a Community Right to Know Survey or processing an Air Permit Certificate renewal, go to <a href="http://njdeponline.com/">http://njdeponline.com/</a>
A Community Right to Know Survey must be completed and submitted to the NJDEP, County, Municipality, Fire Dept., and Police Dept. by March 1st. Keep a copy of your Community Right to Know Surveys for 5 years.

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)
		YN

#### **APRIL 2005** SOLVENT PURCHASES RUNNING TOTAL

SOLVENT TURCHASES RUMMING TOTAL						
TOTAL F						
SUBTRACT PURCI APRII	-					
SUBT	SUBTOTAL					
PURCHASE DATE						
	+					
	+					

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM APRIL 2004	_
SUBTOTAL	
ADD WASH LOAD TOTAL FOR APRIL 2005	+
12 Month Running Total	

D: Calculation of ratio: M achine Capacity (	LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
(Total / 02 (Man 2006) 12 Machine Capacity, 1288)	
= _() <u>X 8.5</u>	
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	LEAKI	NG?						
INSPECTED			DATE			DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	ΓED Y N	



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Air Permit Facility Identification Number:	L
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APRIL 2005
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					1	2
3	4	5	6	7	8 □ Temp logged □ Inspect logged	9
10	11	12	13	14	15  Temp logged  Inspect logged	16
17	18	19	20	21	22 □ Temp logged □ Inspect logged	23
24	25	26	27	28	29  Temp logged  Inspect logged	30

**REMINDER** 

Store all solvent and waste materials in containers, which are not affected by the solvent or chemically reactive to the solvent. Close and secure containers with solvent waste, and label as HAZARDOUS WASTE.

Keep the Hazardous Waste removal receipt for 3 years

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)		
		YN		
		Y N		
		YN		
		YN		
		YN		

#### MAY 2005 SOLVENT PURCHASES RUNNING TOTAL

	IIII TOTAL						
TOTAL F							
SUBTRACT	SOLVENT						
PURCI	HASED	_					
MAY	2004	_					
SUBT	OTAL						
PURCHASE DATE							
	+						
	+						

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM MAY2004	-
SUBTOTAL	
ADD WASH LOAD TOTAL FOR MAY 2005	+
12 Month Running Total	

D: Calculation of ratio: M achine Capacity (	LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
= <u>(</u> <u>) X 8.5</u> =	
= _(	

	LEAKI	NG?						
INSPECTED			DATE			DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



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# Dry Cleaner Compliance Calendar

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Air Permit Facility Identification Number:	L
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Name of Solvent Currently Using:

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**MAY 2005** 

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1	2	3	4	5	6 □ Temp logged	7
					☐ Inspect logged	
8	9	10	11	12	13 □ Temp logged □ Inspect logged	14
15	16	17	18	19	20 □ Temp logged □ Inspect logged	21
22	23	24	25	26	27 □ Temp logged □ Inspect logged	28
29	30	31				

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**REMINDER** Keep SOLVENT Purchase receipts for 5 years.

Solvent purchases must be logged every month. If no solvent is purchased, enter 0 gallon purchased for the month

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)
		YN

#### JUNE 2005 SOLVENT PURCHASES RUNNING TOTAL

TOTAL F						
SUBTRACT PURCI JUNE	_					
SUBT	SUBTOTAL					
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNING TOTAL				
	+					
	+					

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM JUNE 2004	•
SUBTOTAL	
ADD WASH LOAD TOTAL FOR JUNE 2005	+
12 Month Running Total	

D: Calculation of ratio: Machine Capacity (	LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
= _()_X_8.5	_

	LEAKI	NG?						
INSPECTED	DATE		DATE PARTS	DATE PARTS	DATE			
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



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# Dry Cleaner Compliance Calendar

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Air Permit Facility Identification Number:	L
Name of Solvent Currently Using:	

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**JUNE 2005** 

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			1	2	3 □ Temp logged	4
					☐ Inspect logged	
5	6	7	8	9	10 □ Temp logged □ Inspect logged	11
12	13	14	15	16	17 □ Temp logged □ Inspect logged	18
19	20	21	22	23	24 □ Temp logged □ Inspect logged	25
26	27	28	29	30		

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DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)		
		Y	N	
		Y	N	
		Y	N	
		Y	N	
		Y	N	

#### JULY 2005 SOLVENT PURCHASES RUNNING TOTAL

TOTAL F						
SUBTRACT PURCI JULY	-					
SUBT	SUBTOTAL					
PURCHASE DATE						
	+					
	+					

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM JULY 2004	-
SUBTOTAL	
ADD WASH LOAD TOTAL FOR JULY 2005	+
12 Month Running Total	

D: Calculation of ratio: M achine Capacity (	LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
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	LEAKI	NG?						
INSPECTED	DATE		DATE PARTS	DATE PARTS	DATE			
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



S

Air Permit Facility Identification Number:	L
	·

					Temp logged □ Inspect logged	2
3	4	5	6	7	8	9
10	11	12	13	14	□ Inspect logged	16
10	11	12	13	14	☐ Temp logged ☐ Inspect logged	10
17	18	19	20	21	22  □ Temp logged □ Inspect logged	23
24/31	25	26	27	28	29 □ Temp logged □ Inspect logged	30

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DATE	TEMP	Is the te than or 45° F (	equal to
		Y	N
		Y	N
		Y	N
		Y	N
		Y	N

#### AUGUST 2005 SOLVENT PURCHASES RUNNING TOTAL

TOTAL F					
SUBTRACT PURCI AUGUS	_				
SUBT	SUBTOTAL				
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNING TOTAL			
	+				

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM AUGUST 2004	1
SUBTOTAL	
ADD WASH LOAD TOTAL FOR AUGUST 2005	+
12 Month Running Total	

D: Calculation of ratio: Machine Capacity (LBS)						
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)						
= _() <u>X 8.5</u>						
( ) X( ) =						

	LEAKI	NG?						
INSPECTED			DATE			DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



M

# Dry Cleaner Compliance Calendar

F

S

Air Permit Facility Identification Number:	L
Name of Solvent Currently Using:	

Т

### **AUGUST 2005**

	1	2	3	4	5 □ Temp logged □ Inspect logged	6
7	8	9	10	11	12 □ Temp logged □ Inspect logged	13
14	15	16	17	18	19 □ Temp logged □ Inspect logged	20
21	22	23	24	25	26 □ Temp logged □ Inspect logged	27
28	29	30	31			

W

D	F	M	T	UI	)I	71	D
м	n,	IVI		VІ	,,	٦, ١	•

Store all solvent and waste materials in containers, which are not affected by the solvent or chemically reactive to the solvent. Close and secure containers with solvent waste, and label as HAZARDOUS WASTE.

Keep the Hazardous Waste removal receipt for 3 years

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)
		YN

### SEPTEMBER 2005 SOLVENT PURCHASES RUNNING TOTAL

TOTAL F					
SUBTRACT PURCI SEPTEM	_				
SUBT	SUBTOTAL				
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNING TOTAL			
	+				

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM SEPTEMBER 2004	1
SUBTOTAL	
ADD WASH LOAD TOTAL FOR SEPTEMBER 2005	+

D: Calculation of ratio: Machine Capacity (	LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
` , , , , , , , , , , , , , , , , , , ,	
= ( <u>) X 8.5</u>	
( ) X( ) =	

	LEAKI	NG?						
INSPECTED			DATE			DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	_



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S

Air Permit Facility Identification Number:	$\begin{bmatrix} L_{} \end{bmatrix}$
Name of Solvent Currently Using:	

### **SEPTEMBER 2005**

S

				1	2 □ Temp logged □ Inspect logged	3
4	5	6	7	8	9  Temp logged  Inspect logged	10
11	12	13	14	15	16  Temp logged  Inspect logged	17
18	19	20	21	22	23  Temp logged  Inspect logged	24
25	26	27	28	29	30 □ Temp logged □ Inspect logged	

W

**REMINDER** Keep SOLVENT Purchase receipts for 5 years.

Solvent purchases must be logged every month. If no solvent is purchased, enter 0 gallon purchased for the month

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)		
		YN		

#### OCTOBER 2005 SOLVENT PURCHASES RUNNING TOTAL

	ING TOTAL						
TOTAL F							
SUBTRACT	SOLVENT						
PURCI	HASED						
OCTOB	ER 2004	<del>_</del>					
SUBT	SUBTOTAL						
PURCHASE DATE	PURCHASE AMOUNT	12 MONTH RUNING TOTAL					
	+						
	+						

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM OCTOBER 2004	1
SUBTOTAL	
ADD WASH LOAD TOTAL FOR OCTOBER 2005	+
12 Month Running Total	

D: Calculation of ratio : M achine Capacity (	LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
(Total # 01 Wash Estat) A Machine Capacity (1998)	
= _() <u>X 8.5</u>	
( ) X( ) =	

INSTECTIONS								
	LEAKI	NG?						
INSPECTED			DATE			DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



F

Air Permit Facility Identification Number:	L
Name of Solvent Currently Using:	

### **OCTOBER 2005**

S

						1
2	3	4	5	6	<b>7</b> □ Temp logged	8
9	10	11	12	13	□ Inspect logged	15
					☐ Temp logged ☐ Inspect logged	
16	17	18	19	20	21 □ Temp logged □ Inspect logged	22
23/30	24/31	25	26	27	28 □ Temp logged □ Inspect logged	29

W

**REMINDER** Leak Inspections must be conducted and recorded a weekly basis.

New Air Permit compliance plans require the immediate repair of leaks when they are detected, check your permit to find out your facility's requirement.

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)		
		YN		
		Y N		
		YN		
		Y N		
		YN		

#### NOVEMBER 2005 SOLVENT PURCHASES RUNNING TOTAL

TOTAL F							
SUBTRACT PURCI NOVEMI	_						
SUBT	SUBTOTAL						
PURCHASE DATE							
	+						
	+						

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM NOVEMBER 2004	1
SUBTOTAL	
ADD WASH LOAD TOTAL FOR NOVEMBER 2005	+
12 Month Running Total	

D: Calculation of ratio: M achine Capacity (	LBS)
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)	
(Total # 01 (Table 2004) A Machine Capacity. 2003)	
= <u>(</u> <u>) X 8.5</u>	
( ) X( ) =	

LEAKING?								
INSPECTED			DATE			DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



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Air Permit Facility Identification Numb	per: L
Name of Solvent Currently Using:	

### **NOVEMBER 2005**

S

		1	2	3	4 □ Temp logged □ Inspect logged	5
6	7	8	9	10	11 □ Temp logged □ Inspect logged	12
13	14	15	16	17	18 □ Temp logged □ Inspect logged	19
20	21	22	23	24	25 □ Temp logged □ Inspect logged	26
27	28	29	30			

W

**REMINDER** For submitting a Community Right to Know Survey or processing an Air Permit Certificate renewal, go to <a href="http://njdeponline.com/">http://njdeponline.com/</a>
A Community Right to Know Survey must be completed and submitted to the NJDEP, County, Municipality, Fire Dept., and Police Dept. by March 1<sup>st</sup>. Keep a copy of your Community Right to Know Surveys for 5 years.

DATE	TEMP	Is the temp less than or equal to 45° F (7.2° C)		
		YN		

### DECEMBER 2005 SOLVENT PURCHASES RUNNING TOTAL

SOLVENT TURCHASES RUMINING TOTAL								
TOTAL MO								
SUBTRAC PURC DECEN	_							
SUB								
PURCHAS EDATE								
	+							
	+							

#### No. OF WASH LOAD RUNNING TOTAL

TOTAL FROM LAST MONTH	
SUBTRACT WASH LOAD COUNT FROM DECEMBER 2004	1
SUBTOTAL	
ADD WASH LOAD TOTAL FOR DECEMBER 2005	+
12 Month Running Total	

D: Calculation of ratio: Machine Capacity (LBS)						
(Solvent Total :Gallon) X 8.5 (Lbs/Gallon) (Total # of Wash Load) X Machine Capacity:Lbs)						
= _() <u>X 8.5</u> =						

LEAKING?								
INSPECTED	DATE					DATE PARTS	DATE PARTS	DATE
						ORDERED	RECEIVED	REPAIRED
Hoses	N Y	N Y	N Y	N Y	N Y			
Door	N Y	N Y	N Y	N Y	N Y			
Pump	N Y	N Y	N Y	N Y	N Y			
Button Trap	N Y	N Y	N Y	N Y	N Y			
Lint Door	N Y	N Y	N Y	N Y	N Y			
Solvent Tank	N Y	N Y	N Y	N Y	N Y			
Water Separator	N Y	N Y	N Y	N Y	N Y			
Muck Cooker	N Y	N Y	N Y	N Y	N Y			
Still	N Y	N Y	N Y	N Y	N Y			
Exhaust Damper	N Y	N Y	N Y	N Y	N Y			
Diverter Valve	N Y	N Y	N Y	N Y	N Y			
Cartridge	N Y	N Y	N Y	N Y	N Y			
All Other Filter Gaskets	N Y	N Y	N Y	N Y	N Y			
Waste Containers	N Y	N Y	N Y	N Y	N Y	LABELED Y N DAT	TED Y N	



Air Permit Facility Identification Number:	L
-	

Name of Solvent Currently Using:

### **DECEMBER 2005**

S M T W T F S

				1	<b>2</b> □ Temp logged □ Inspect logged	3
4	5	6	7	8	9 □ Temp logged □ Inspect logged	10
11	12	13	14	15	16 □ Temp logged □ Inspect logged	17
18	19	20	21	22	23 □ Temp logged □ Inspect logged	24
25	26	27	28	29	30 □ Temp logged □ Inspect logged	31

REMINDER	'
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Store all solvent and waste materials in containers, which are not affected by the solvent or chemically reactive to the solvent. Close and secure containers with solvent waste, and label as HAZARDOUS WASTE.

Keep the Hazardous Waste removal receipt for 3 years

#### DRY CLEANER INFORMATION

#### **NJ Air Permits**

Bureau of Preconstruction Permits NJDEP P.O. Box 27 Trenton, NJ 08625 (800) 441-0065 within NJ (609) 292-6716

#### **NJ Air Permits Required for:**

- Dry Cleaning Equipment
- Boilers using commercial fuel with maximum heat input rate of 1 million BTUs per hour or greater to the burning chamber (note: for boilers of less than 10 million BTUs per hour there is a general permit available)

#### Federal MACT (AIR) Requirements

USEPA Region II Compliance Assistance Program (212) 637-3497

#### **Hazardous Waste**

EPA RCRA ID #- call (212) 637-4106 NJX ID#- call (609) 292-7081

#### Wastewater

Contact your local sewer authority.
Septic systems contact your local health department or NJDEP at (609) 292-0407.

#### **Underground Storage Tanks**

Bureau of Underground Storage Tanks at (609) 292-8761

#### **Boiler Operators**

NJ Dept. Of Labor Bureau of Boiler and Pressure Vessel Compliance (609) 292-2345

#### Other Sources of Help

- Minor Source Compliance Investigations NJDEP at (609) 584-4240
- Small Business Assistance Program NJDEP at (609) 292-3600 or (877) 753-1151
- Small Business Ombudsman
   NJ Commerce at (800) 643-6090
- Pollution Prevention and Right-to-Know NJDEP at (609) 292-6714